Adding Items To The Property Book (Cont'd)

STEP 1:

Type Action

- ⦿ New Procurement
- ○ Transfer In
- ○ Reversal
- ○ Admn Adj Rpt (AAR)
- ○ Ammunition

Incr
hg
Act

Warranty

Click the type of action for the asset.

☐ Bulk Asset

UIC: [ ] ...   Doc Nbr: [ ] ...

Bar Cd: [Prefix ...] [ ]   ☐ Auto Assign

Stock Nbr: [ ] ...

Serial Nbr: [ ]   ☐ Multiple Entries

[OK]   [Clear]   [Cancel]

STEP 2:

Key Data

Type Action

- ⦿ New Procurement
- ○ Transfer In
- ○ Reversal
- ○ Adm Adj Rpt (AAR)
- ○ Am

Cmpn Incr
Depr Chg
Maint Act
SKO/BII/AAI
Warranty

If the asset is bulk managed, then check this box.

☑ Bulk Asset

UIC: [ ] ...   Doc Nbr: [ ] ...

Bar Cd: [Prefix ...] [ ]   ☐ Auto Assign

Stock Nbr: [ ] ...

Serial Nbr: [ ]   ☐ Multiple Entries

[OK]   [Clear]   [Cancel]

Adding Items To The Property Book (Cont'd)

STEP 3:

Key Data ☒

Type Action ?

● New Procurement   ○ Admn Adj Rpt (AAR)

Cmpn Incr

❶ Select the UIC for the asset (may be displayed by default).

❷ Enter or browse for the Document Number for the asset.

Ammu

Chg
ct
AAI
rranty

UIC: [ ] **...**   Doc Nbr: [ ] **...**

Bar Cd: **Prefix ...** [ ]   ☐ Auto Assign

Stock Nbr: [ ] **...**

Serial Nbr: [ ]   ☐ Multiple Entries

[OK]   [Clear]   [Cancel]

STEP 4:

Key Data ☒

Type Action ?

● New Procurement   ○ Admn Adj Rpt (AAR)

Cmpn Incr
Depr Chg

❶ If your Activity uses bar codes, enter a bar code, OR...

❷ If you want DPAS to auto assign your bar codes, click the Prefix button. Then select the user defined prefix, OR...

Maint Act
KO/BII/AAI
Warranty

☐ Bulk set

Bar Cd: **Prefix ...** [ ]   ☐ Auto Assign

❸ Enter the stock number AND serial number.

Stock Nbr: [ ] **...**

Serial Nbr: [ ]   ☐ Multiple Entries

❹ Click OK.

[OK]   [Clear]   [Cancel]

> **HINT!**
> If you clicked on the Prefix button, the Auto Assign check box is automatically checked. You cannot let DPAS auto assign your bar codes without a prefix being established.

Adding Items To The Property Book (Cont'd)

STEP 5:

① Enter or browse for the appropriate HRH Nbr.

② Enter cost of the item.

③ Enter or browse for the appropriate Fund Cd/Appn.

④ Enter the year the asset was manufactured.

⑤ Browse for the appropriate Manufacturer Key.

STEP 6:

① Enter or browse for the Authorization Ctrl Number of the authorized item.

② Enter the date the asset was bought. Policy varies by agency.

③ Enter Effective Date for asset. Policy varies by agency.

④ Enter the manufacturer's serial number.

⑤ For bulk items, enter the number of items you are adding.

Adding Items To The Property Book (Cont'd)

STEP 7:

Asset Codes	Capitalization Codes	Expense Codes	Loan/Lease Codes
A – ADP Software	A – Not in Use	1 – Funded	N/A – Govt Owned
C – CIP	S – Capital, below threshold	2 - Unfunded	C – Out to Contractor
W – WIP	N – Non-capital, exceeds threshold.		G – Commercial (GSA)
G – Cap Lease Assets			L – In on loan
H – Leasehold Equip.			M – Out on loan
K – Nonmilitary Equip.			N – In customer owned (govt)
V – Heritage			P – Permanent (GSA)
Y - Intangibles			R – In rented/leased
			S – IPEC in layaway
			T –Temporary (GSA)

Adding Items To The Property Book (Cont'd)

STEP 8:


```
End Item Increase                                    [_][□][X]
                                                              [?]
  [icons]  [Print Reports]
 — Key Data ——————————————————————————————————————————
 Bar Cd:                          UIC:
 Serial Nbr:                      Doc Nbr:
 Stock Nbr:                       Nomen:

 HRH Nbr:  [    ] [    ] [...]  Ac   ❶ Enter Office Code.      ❷ Enter Task Code. Policy
                                     Policy varies by            varies by Agency.
 Fund Cd/Appn: [  ] [  ] [...] M     Agency.           Mfr Ke
 Authn Ctl Nbr: [     ] [...] Acq Dt: [           ] Eff Dt: [    ]  [▦]
 Mfr Serial Nbr: [                ]                                       ❸ Enter Job Order
                                                                          Number assigned by
                                          Office:     [          ]        Finance office.
 Asset Cd: [              ] ▼
                                          Task Cd:    [          ]
 Cptl Cd:  [              ] ▼                                              ❹ Enter applicable
                                          Job Order Nbr: [       ]         Contract or Purchase
 Exp Cd:   [  ❺ Click Next Page. ] ▼                                        Order Number.
                                          Cntr/PO Nbr: [        ]
 Lo/Le Cd: [              ] ▼

 Page 1 of 2      Related Data | Next Page |  Save  |  Clear  |  Exit
```

About Task Codes and Job Order Numbers:

These two codes are used to track expenses related to **CAPITAL ASSETS**.

A **TASK CODE** can relate several different assets to a specific task, or mission. For example, items procured for Operation Desert Storm were assigned the same TASK CODE. This allowed DoD financial offices the capability of reporting on costs associated with that mission. Navy may enter a Plant Account number here until further notice.

A **JOB ORDER NUMBER** assigned to a capital asset may include ALL costs related to the asset, including, but not limited to:

Procurement	De-installation
Transportation and Shipping	Maintenance
Installation	Disposal

NOTES:
1. **The Hand Receipt Holder number on the authorization MUST match the hand receipt holder number that the asset is being assigned to.**
2. **The acquisition cost MUST be accurate! This value will be used to report the cost of the asset to your Activity's general ledger accounts.**

Adding Items To The Property Book (Cont'd)

STEP 9:

Loc: **Site Cd:**   **PBIC:**

❶ Enter physical location of the asset.

Expr Dt:

Intrns Cd: N/A

❸ Enter or browse for the PBIC.

Sys Id: **Local Use:**

IPE Nbr:

❷ Enter or browse for asset's storage location.

Remarks:

Ref File Name ...

ADP Sys Id:

ADP Owner Cd:

Monthly

Maint Cost:

Acq Cd: A -Not Reported

Rental Cost:

Maint Type Cd: X -None of the Above

Page 2 of 2   Related Data | Prev. Page | Save | Clear | Exit

STEP 10:

❶ Lot Number is used for bulk managed assets only.

❷ Enter the Expiration Date for time when asset is no longer considered usable for its intended purpose, or when the authority to operate the asset ends.

Lot Nbr: **Expr Dt:**

Cond Cd: **Intrns Cd:**

Sys Id

❸ Select the appropriate Condition Code of the asset for degree of serviceability.

IPE Nb

Local Use:

ending DODA

❹ Enter **Intransit Code** for asset's moves between activities, if applicable. (Inbound or Outbound).

Remar

Ref Fil

ADP Sys Id:

ADP Owner Cd:

Monthly

Maint Cost:

Acq Cd: A -Not Reported

Rental Cost:

Maint Type Cd: X -None of the Above

Page 2 of 2   Related Data | Prev. Page | Save | Clear | Exit

Adding Items To The Property Book (Cont'd)

STEP 11:

① Enter System ID for asset, if used.

② Enter any text desired in Local Use.

③ Enter Industrial Plant Equipment Number, if used.

④ Enter the losing Activity's DODAAC for a transfer.

STEP 12:

① Enter any User Remarks, if used.

② Click this button if you want to attach any reference files to the item (i.e., Word document, pictures, videos, etc.).

Adding Items To The Property Book (Cont'd)

STEP 13:

ADP Owner Codes	Acquisition Codes	Maintenance Type Codes
1 - Government owned.	1 - GSA nonmandatory (ADP schedule competed).	A - Manufacturer PPM(primary period maintenance).
2 - Government leased, but not available for purchase.	2 - GSA a mandatory schedule.	B - Manufacturer beyond PPM.
3 - Government leased	3 - Completed where use of 1 or 2 not appropriate.	C - Manufacturer parts and labor.
4 - Government leased government owned	4 - Specified make and model.	D - Commercial concern PPM.
5 - Government owned by GSA ADP fund.	5 - GSA nonmandatory ADP schedule.	E - Commercial concern beyond PPM.
	6 - Follow on after competition.	F - Commercial concern parts and labor.
	7 - Sole source.	G - Maintained by government personnel
	8 - Unknown	H - Maintained free of charge.
	9 - Other.	I - Carry in.
	A - Not reported.	J - Off site.
	B - Reutilization.	K - Parts exchange.
		Click on the pick list to display additional codes.

Adding Items To The Property Book (Cont'd)

STEP 14:

Adding Items To The Property Book (Cont'd)

When you click **Save**, the following dialog box will be displayed:

```
Status End Item Increase                    ?
                Transaction Processed.
┌Additional Actions──────────────────────────
│  ☐ Print Bar Cd Label
│  ☐ Activate Capital Asset
│  ☐ Print HRH Document For:
│     ○ This Transaction
│     ○ All Transactions for this Doc Nbr
│       ○ To HRH:              Includes Subs
│       ○ To HRH:
│
             ┌──────────────┐
             │     OK       │
             └──────────────┘
```

HINT!

Print Bar Cd Label – Check this box if you want to print out the bar code label(s) for the asset(s) that you have just added.

Activate Capital Asset – Check this box if the item is capital and you want to activate it for depreciation.

Print HRH Document For:

This Transaction – Select this radio button if you want to print out the DA Form 3161 for the transaction that was just processed.

All Transactions for this Doc Nbr –This selection will limit the detail records printed on the form from history to those where the Doc Nbr equals the UIC and Doc Nbr just used. (If there is a Doc Nbr To in the history record it will be used in the selection of records not the Doc Nbr) and the Pgm Name is equal to the process being run.

To HRH (Includes Subs) - This selection will limit the detail records printed on the form from history to those where the Hand Receipt Major and Sub Nbrs of the gaining Hand Receipt equal those displayed in the radio button text.

To HRH - This selection will limit the detail records printed on the form from history to those where the Hand Receipt Major Nbr of the gaining Hand Receipt equals those displayed in the radio button text.

Adding Items To The Property Book (Cont'd)

The buttons on the right hand side of the key data screen will now be active and can be used to perform the following tasks if needed:

Click _Cmpn Incr_ to add component items to this asset.

Click _Depr Chg_ to add or update depreciation information for capital assets.

> **HINT!**
>
> If the asset you have just added to the property book IS a capital asset, activate it now!

Click _Maint Act_ to add or update Maintenance and Utilization records for mobile/production assets.

Click _SKO/BII/AAI_ to configure the asset as a set, kit or outfit.

Click _Warranty_ to add warranty or service agreement information for this asset.

If no additional actions are required for this asset:

Click _Clear_ to add another asset to the property book **OR**

Click _Cancel_ to return to the DPAS Main Menu.

Introduction To Accounting

Once an asset is added to the Property Book, the Fund Code record is reviewed to determine if the funds used to purchase the asset were Defense Working Capital or Non-Defense Working Capital. If the funds are Defense Working Capital, the Acquisition Date and the Acquisition Cost are compared to the Capital Asset Threshold Table to determine if the asset is a Capital Asset. If the funds are Non-Defense Working Capital, the Acquisition Cost is tested to see if it is $100,000 or greater. If the asset is determined to be a Capital Asset, it then needs to be activated for Depreciation.

The Depreciation Change screen can be reached through the Accounting Module *via* a jump button from the Key Data screen of the End Item Increase process after the Increase has been processed.

The Activation Date is the date the asset is put into use. If an asset requires installation and this will not be completed for a month, the Effective Date on the End Item Increase screen will be the date the asset arrived at the site, but the Activation Date will be a month later, after the asset is installed.

If the asset is transferred to the installation, the Prior Depreciation field must be entered to prevent the Depreciation from starting over. If the Database to Database transfer process is used, this information is carried with the record.

Before entering anything in the Residual Value field the regulations/guidelines for your Agency/Service should be reviewed. Most Agencies/Services do not want a value entered.

Once the asset is activated the Depreciation will not begin to be calculated for 30 days after the Activation Date. Depreciation will be calculated when the Monthly Depreciation Report under the Accounting Module > Reports > Generate > Batch is processed. If the asset is activated on the 28th of the month and the Monthly Depreciation Report is run on the 30th of the month, no depreciation will be calculated for this asset. It will not begin until the next month.

Activating Depreciation For A Capital Asset
MODULE: Accounting

STOP   **IF YOU ARE NOT ADDING A CAPITAL ITEM, STOP HERE.**

INTRODUCTION

When a capital asset is added to the Property Book/Inventory, the item will need to be activated for depreciation. This can be done directly after the asset is added.

PREREQUISITES

The asset must meet the capital asset threshold amount and it must be on the property book.

STEPS TO PERFORM ACTION

To **Activate an Item for Depreciation** from the End Item Increase Key Data screen, use the following steps:

STEP 1:

> Click the **Depr Chg** button to enter the Depreciation Change screen.

Key Data   [x]

Type Action
- New Procurement
- Transfer In
- Reversal
- Admn Adj Rpt [AAR]
- Ammunition

Depr Chg

Maint Act
SKO/BII/AAI
Warranty

Bulk Asset

UIC: [ ] [...]   Doc Nbr: [ ] [...]
Bar Cd: [ ]
Stock Nbr: [ ] [...]
Serial Nbr: [ ]   Multiple Entries

OK   Clear   Cancel

Activating Depreciation For A Capital Asset (Cont'd)

STEP 2:

Key Data	☒

Bar Cd:

Stock Nbr:

Serial Nbr:

○ Selective

○ Non-Activated

UIC:

Click **OK** since your data is already displayed.

| OK | Clear | Cancel |

STEP 3:

Depreciation Change

❶ Enter the Activation Date in YYYYMMDD format (or use the calendar button to select the appropriate date).

❷ If the Depreciation Period is to be other than what is displayed, then change the period to reflect the depreciation period in months.

Serial Nbr:

UIC:

HRH Nbr:

Activation Dt:

Depm Period:

Prior Depm:

Residual Value:

Depm Office:

Depm Task Cd:

❸ If the asset is a new procurement, this field is not accessible. If the asset is transferred in, then enter any **Prior Depreciation** for the item.

Cmpn D

Cptl Cd:

❹ If applicable to your Activity, enter the Residual Value (or salvage/junk value) for the item.

| Related Data | Save | Clear | Exit |

Activating Depreciation For A Capital Asset (Cont'd)

STEP 4:

❶ Enter the office where depreciation expenses are charged (based on local policies).

❷ Enter the **Deprn Task Cd** that is assigned by the Finance or Accounting Office.

❸ Enter the **Job Order Nbr** or code where depreciation expenses are charged.

❹ Click **Save**.

HINT!

Whenever you enter information in the **Deprn Office, Deprn Task Cd, or Deprn Job Order Nbr**, that information will always remain with the system. Therefore, you can use the pick list to display any values that were previously entered for a capital item.

Adding Warranty/Service Information
MODULE: Hand Receipt/Maintenance & Utilization

INTRODUCTION

Information pertaining to a Warranty or Service Contract on an asset can be tracked using this process. The user can track the Contract Number, the Start and End Dates and set up a reporting schedule for the expiration of the contract. The reporting of the expiration can be setup to produce a warning message, of the pending expiration date, 30, 60, 90 or 120 days before the date. The information pertaining to the Vendor providing the Warranty or Service can be tracked along with this information.

PREREQUISITES

None

STEPS TO PERFORM ACTION

To add Warranty/Service information from the End Item Increase Key Data screen, use the following steps:

STEP 1:

Adding Warranty/Service Information (Cont'd)

STEP 2:

❶ If your Activity uses bar codes, the bar code will be displayed.

❷ Enter a locally assigned number to identify an asset for the collection of maintenance and utilization data. Also referred to as a bumper number, if applicable.

Key Data

Bar Cd:

Local Id Nbr:

Stock Nbr:

Serial Nbr:

❸ The stock number **AND** serial number are displayed.

❹ Click **OK**.

| OK | Clear | Cancel |

STEP 3:

Warranty/Service/Loan Lease Add/Chg/Del

Key Data

Bar Cd:

Serial Nbr:

Stock Nbr:

❶ If you are establishing warranty, select **Warranty**.

If you are establishing service, select **Service**.

❷ Enter the number of days in advance of the warranty/service and/or loan/lease agreement expiration date that an asset will appear on the Warranty/Service/Loan/Lease Report.

Warranty/Service

Warranty/Svc Cd:

Expr Rpt Cd:

Cntr/PO Nbr:

Start/Expr Dt:

❸ Enter the contract or purchase order number, if available.

❹ Enter the date the warranty or service started for the asset.

❺ Enter the date the warranty or service is to end for the asset.

Expi

Page 1 of 2

| Related Data | Delete | Next Page | Add | Clear | Exit |

HINT!

The Utilization Code that was used when the asset was cataloged will determine if you can enter **Warranty Miles or Warranty Hours.**

Adding Warranty/Service Information (Cont'd)

STEP 4:

Key Data

Bar Cd: UIC: HRH Nbr:

Serial Nbr

❶ If your asset has a loan/lease code, enter the number of days in advance that you want this item to appear on the Warranty/Service/Loan/Lease Report.

Stock Nbr

Warranty

Warranty

❷ Enter the date the loan agreement started for the asset.

❸ Enter the date the loan agreement expires for the asset.

Expr Rpt Cd:

Loan/Lease

Expr Rpt Cd: Start/Expr Dt:

Page 1 of 2

❹ Click **Next Page**.

Related Data | Delete | **Next Page** | Add | Clear | Exit

STEP 5:

Warranty/Service/Loan Lease Ad

❶ Enter the point of contact for the vendor.

❷ Enter the vendor's phone number.

Vendor

POC: Phone:

❸ Enter the name of the vendor.

Name:

Address:

Remarks:

❹ Enter the address of the vendor.

Page 2 of 2

Related Data | Delete | **Prev. Page** | Add | Clear | Exit

Adding Warranty/Service Information (Cont'd)

STEP 6:

Generating A Hand Receipt Report
MODULE: Hand Receipt

INTRODUCTION

This procedure will show you how to generate your hand receipt.

PREREQUISITES

None

STEPS TO PERFORM ACTION:

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.

2. Select **Reports** option from the program group.

3. Select **Generate** from the program list.

Hand
Receipt

End Item Actions	▶
Component Actions	▶
Bar Cd/Ser Nbr Change	
HRH Pending Turn-In/Transfer	
Database/UIC Transfer Actions	▶
Mfr Key Change	
Bulk Asset Price Adjustment	
Mass Changes	▶
Maj/Sub Hand Receipt Holder	
Warranty/Svc/Loan/Lease	
SKO/BII/AAI Inventory	
Excess Actions	▶
ADP Reporting	▶
Automated Inventory Actions	▶
Interfaces	▶
Reports	▶	Generate
Inquiries	▶	Print
Help	

Generating A Hand Receipt Report (Cont'd)

STEP 1:

Hand Receipt On-Line Reports

☐ Hand Receipt   ☐ IPE Inventory

☐ HR Scheduled Inventory   ☐ RICC Inventory

☐ Asset Summary   ☐ Sensitive Item Inventory

☐ Hand Receipt Holder   ☐ SKO/BII

☐ Increase/Decrease Actions   ☐ TMDE Inventory

☐ Asset Disposition

Batch Rpts   Print Rpts   Close

Select **Hand Receipt**.

STEP 2:

Sort Sequence

◉ Bar Code

○ Location

○ Nomenclature

○ Authorization

Annexes

KO/BII/AAI Hand Receipt

KO/BII/AAI Excess/Shortage

...Receipt(s)

s

verage/Shortage Only

iclude Sub-Hand Receipt(s)

RH Range

IN Range

Select the way you want the report sorted. If your Activity uses Authorizations, then you MUST select **Authorization**.

Type
Prop Type Cd: [_____]

UIC: [_____] ...   HRH Nbr: [_____] [_____] ...

Info   Submit   Clear   Cancel

> **NOTE:**
> If Authorizations sort sequence is chosen, a range of LINs and the Property Type Code may be entered.

Generating A Hand Receipt Report (Cont'd)

STEP 3:

Hand Receipt Report

Sort Sequence

- ⦿ Bar Code
- ○ Location
- ○ Nomenclature
- ○ Authorization

Report Annexes

- ☐ SKO/BII/AAI Hand R
- ☐ SKO/BII/AAI Excess/Shortage
- ☐ Sub-Hand Receipt (s)

> If you want to print any of the SKO/BII/AAI annexes, or if you want a report of all your sub hand receipts, select the appropriate report annex.

- ☐ Include Sub-Hand Receipt(s)
- ☐ HRH Range
- ☐ LIN Range

Type

Prop Type Cd: [▼]

UIC: [   ] ... HRH Nbr: [   ] [   ] ...

[Info] [Submit] [Clear] [Cancel]

Generating A Hand Receipt Report (Cont'd)

STEP 4:

Within the screen callout:

Select the appropriate option.

If you did not select the **Authorization** sort sequence, then the **Overage/Shortage Only** and **LIN Range** will not be available.

Options

Overage/Shortage Only will show overages and/or shortages. However, if **Authorization** was selected for the sort sequence, then this report is automatically generated.

Include Sub-Hand Receipt(s) to request a Major HRH Nbr with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field would be deactivated when this check box is selected.

HRH Range to request a range of Major HRH Nbrs. If you also want to include Subs, select the 'Include Sub-Hand Receipt(s)' check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.

LIN Range allows specific pulling of the Authorization Hand Receipt Report by a specified Line Item Number (LIN) range. This range is used primarily for Special/Cyclic inventories.

Generating A Hand Receipt Report (Cont'd)

STEP 5:

The following dialog box is displayed:

You can now print or view your Hand Receipt Report. When you submitted the report, DPAS will return you to the **On-Line Hand Receipt Reports**.

Generating A Hand Receipt Report (Cont'd)

STEP 6:

```
┌─────────────────────────────────────────────────────────┐
│ Hand Receipt On-Line Reports                        [X]  │
│                                                      [?]  │
│   ☑ Hand Receipt              ☐ IPE Inventory            │
│                                                          │
│   ☐ HR Scheduled Inventory    ☐ RICC Inventory          │
│                                                          │
│   ☐ Asset Summary             ☐ Sensitive Item Inventory │
│                                                          │
│   ☐ Hand Receipt Holder       ☐ SKO/BII/AAI             │
│                                                          │
│   ☐ Increase/Decrease Actions ☐ TMDE Inventory          │
│                                            Click Print Rpts. │
│   ☐ Asset Disposition                                   │
│                                                          │
│      Batch Rpts        Print Rpts        Close          │
└─────────────────────────────────────────────────────────┘
```

STEP 7:

```
┌──────────────────────────────────────────────────────────────────────┐
│ Reports Menu for Userid: cmorris                                 [X]  │
│ File  Help                                                            │
│                                                                       │
│ Module:              Report Type:     Sort Order:     Report Status:  │
│ │Hand Receipt    ▼│  │All        ▼│   │Date/Time  ▼│  │Current   ▼│  │
│                                                                       │
│ Report Title                        Report ID  UIC     Date      Time       Pag│
│ DD1348 TURN-IN/LATERAL TRANSFER FORMS DP9D181R W0UC5A 07/18/20... 08:14:29:72 000│
│ INCREASE/DECREASE ACTIONS REPORT    DPTD121R  W0UC5A  07/18/20... 08:19:44:03 000│
│ SENSITIVE ITEM INVENTORY REPORT OTHER... DPTD151R W0UC5A 07/19/20... 13:52:55:02 000│
│ SENSITIVE ITEM INVENTORY REPORT WEAP... DPTD152R W0UC5A 07/19/20... 13:52:55:02 000│
│ HAND RECEIPT REPORT BY UIC          DPTD221R  W0UC5A  07/20/20... 07:49:26:... 000│
│                                                                       │
│  ┌────────────────────────────────────────────────────────────────┐ │
│  │ To view the Hand Receipt report, highlight the report and click  │ │
│  │ the View button, or just double-click the report.                │ │
│  │                                                                  │ │
│  │                                                                  │ │
│  └────────────────────────────────────────────────────────────────┘ │
│ ◄                                                                 ►  │
│ Report(s) available:  5                                               │
│      View      Print     Remote     Delete     Refresh     Exit      │
└──────────────────────────────────────────────────────────────────────┘
```

Generating A Hand Receipt Report (Cont'd)

Below is a sample of the **Hand Receipt Report (On Line)** in **Bar Code Sequence** report.

```
MyEureka! Report Viewer - [CRUITWIDE]                                    _ 8 X
File  Edit  View  Tools  Window  Help                                   _ 8 X


REPORT: DPTD111R              DEFENSE PROPERTY ACCOUNTABILITY SYSTEM         DATE: 20010303 TI
ACTIVITY: DA                       HAND RECEIPT REPORT (ON-LINE)
UIC: AMC001    HRH NBR: AMC001 -        BAR CODE SEQUENCE
HRH NM: JOHN SMITH
OFFICE NM: ARMY MATERIAL COMMAN  PHONE NBR: 216-821-9444


BAR CD              STK NBR         SUB  LOC              QTY  UI  LST INV DT  LCL USE    FND  LVL
        OFFICE      SER NBR         HRH  INV LOC               ACQ CST     DIPEC NBR  CD   CI
                    GNRC NOMEN

11111               2320010907891        BLDG 1-1          1  EA   19950424              1
        21100       USA11111V            BLDG 1-1                  36,000.00
                    TRUCK CARGO: 1/2 TO 1 TON 4X4 6000-10000 GVW
        MFR YR: 1993  MFR NM: FORD                    MFR PART NBR: 15P99V85

11112               2320010907893        BLDG 1-1          1  EA   19950424              1
        21100       USA11112V            BLDG 1-1                  33,670.00
                    TRUCK CARGO: 1/2 TO 1 TON 4X4 6000-10000 GVW
        MFR YR: 1992  MFR NM: FORD                    MFR PART NBR: 15P99V95

11113               2320010907895        BLDG 1-1          1  EA   19950424              1
        21100       USA11113V            BLDG 1-1                  29,440.00
                    TRUCK CARGO: 1/2 TO 1 TON 4X4 6000-10000 GVW
        MFR YR: 1992  MFR NM: FORD                    MFR PART NBR: 15P99V105

Ready                                           Pg: 1 of 1    150%    NUM
```

Use the scroll bars to scroll up, down, left, or right.

Below is a sample of the **Hand Receipt Report (On Line)** in **Location Sequence** report.

```
MyEureka! Report Viewer - [CRUITWIDE]                                    _ 8 X
File  Edit  View  Tools  Window  Help                                   _ 8 X


REPORT: DPTD111R              DEFENSE PROPERTY ACCOUNTABILITY SYSTEM         DATE: 20010303 TI
ACTIVITY: DA                       HAND RECEIPT REPORT (ON-LINE)
UIC: AMC001    HRH NBR: AMC001 -        LOCATION SEQUENCE
HRH NM: JOHN SMITH
OFFICE NM: ARMY MATERIAL COMMAN  PHONE NBR: 216-821-9444


LOC                 STK NBR         SUB  BAR CD           QTY  UI   LST INV DT  LCL USE   FND  LVL
        INV LOC     SER NBR         HRH  OFFICE                ACQ CST     DIPEC NBR  CD   CI
                    GNRC NOMEN

BLDG 1-1            2320010907891        11111             1  EA   19950424              1
        BLDG 1-1   USA11111V            21100                     36,000.00
                    TRUCK CARGO: 1/2 TO 1 TON 4X4 6000-10000 GVW
        MFR YR: 1993  MFR NM: FORD                    MFR PART NBR: 15P99V85

BLDG 1-1            2320010907893        11112             1  EA   19950424              1
        BLDG 1-1   USA11112V            21100                     33,670.00
                    TRUCK CARGO: 1/2 TO 1 TON 4X4 6000-10000 GVW
        MFR YR: 1992  MFR NM: FORD                    MFR PART NBR: 15P99V95

BLDG 1-1            2320010907895        11113             1  EA   19950424              1
        BLDG 1-1   USA11113V            21100                     29,440.00
                    TRUCK CARGO: 1/2 TO 1 TON 4X4 6000-10000 GVW
        MFR YR: 1992  MFR NM: FORD                    MFR PART NBR: 15P99V105

Ready                                           Pg: 1 of 1    150%    NUM
```

Generating A Hand Receipt Report (Cont'd)

Below is a sample of the **Hand Receipt Report (On Line)** in **Nomenclature Sequence** report.

```
REPORT: DPTD111R              DEFENSE PROPERTY ACCOUNTABILITY SYSTEM        DATE: 20010303 TIM
ACTIVITY: DA                    HAND RECEIPT REPORT (ON-LINE)
UIC: AMC001    HRH NBR: AMC001 -        NOMENCLATURE SEQUENCE
HRH NM: JOHN SMITH
OFFICE NM: ARMY MATERIAL COMMAN  PHONE NBR: 216-821-9444


GNRC NOMEN
        STK NBR            SUB  BAR CD    LOC                QTY  UI  LST INV DT  LCL USE    FND LVL
        SER NBR            HRH  OFFICE    INV LOC                 ACQ CST    DIPEC NBR   CD  CD

BORING AND TURNING MACHINE VERT RAM TURRET AND SIDE HEAD TYPE
        3411001604669            11114    BLDG 1-1            1  EA   19950424             1
        1555T78                  21100    BLDG 1-1                   16,500.00
        MFR YR: 1989  MFR NM: BRIGHTON                     MFR PART NBR: N45779

END ITEM STK NBR TOTALS     1                  16,500.00


        **********           **********      **********        **********


ELECTRICAL DISCHARGE MACHINE RAM BED TYPE
        341000X861790            11115    BLDG 1-1            1  EA   19950424             1
        FF4TT59                  21100    BLDG 1-1                   11,100.00
        MFR YR: 1989  MFR NM: SIMMS                        MFR PART NBR: 45654H

END ITEM STK NBR TOTALS     1                  11,100.00
```

Below is a sample of the **Hand Receipt Report by UIC** in **Authorization Sequence** report.

```
REPORT: DPTD221R              DEFENSE PROPERTY ACCOUNTABILITY SYSTEM        DATE: 20010102 TIME
ACTIVITY/UIC:  DA   AMC002         HAND RECEIPT REPORT BY UIC              LIN RANGE:      -
ACTIVITY NAME: ARMY MATERIAL COMMAND
PROP TYPE: OTHER TYPES OF PROPERTY


AUT LIN  SUB LIN  GENERIC NOMEN                AUTH DOC    SITE  DUE IN   REQ   AUTH   O/E
STK NBR          UI NOMEN                      DOC NBR     CD    STATUS
                                      TOTAL ACQ COST
-------------------------------------------------------------------------------------------

X51791            TRUCK LIFT FORK: GAS PT 6000 LB       LTR                       5      1
393000251015    EA TRK LF 6000LB LT-60RS
                       $12,587.00

HRH NBR   BAR CD    SER NBR/LOT NBR    QTY   SC  ITEM ACQ COST      MFR PART NBR
--------- ------    ---------------    ----- --  ---------------    -----------------
AMC002-   922225    USA922225V          1              $12,587.00

                                           LIN TOTALS:
```
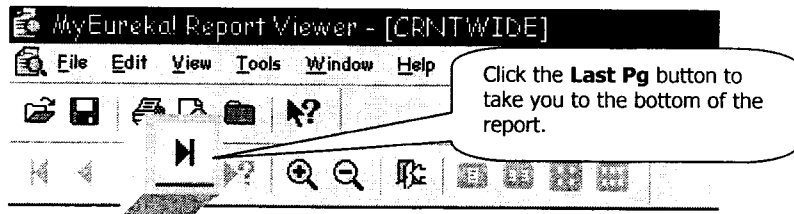
> Scroll to show the authorized, on-hand, due-in quantities as well as any overages and shortages.

Generating A Hand Receipt Report (Cont'd)

```
MyEurekal Report Viewer - [CRNTWIDE]
File   Edit   View   Tools   Window   Help
```

> Click the **Last Pg** button to take you to the bottom of the report.

Note that signature lines are included on the last page.

```
MyEurekal Report Viewer - [CRNTWIDE]
File   Edit   View   Tools   Window   Help
```

```
****** END ITEM HAND RECEIPT TOTALS          TOTAL QTY:        6        TOTAL DOLLAR VALUE:



NOTE:   ^*^ IN STK NBR BLOCK IDENTIFIES SENSITIVE, EXPLOSIVE, AND HAZARDOUS ITEMS.


I HAVE REVIEWED THIS HAND RECEIPT FILE LISTING.              I HAVE CONDUCTED A 100 PERCENT PHYS
ALL UPDATES PERTAINING TO THIS HAND RECEIPT HAVE            PROPERTY LISTED ON THIS HAND RECEIP
BEEN INCORPORATED.                                         HAND NOT INCLUDED ON A HAND RECEIPT
                                                           AND ALL DISCREPANCIES ACCOUNTED FOR
                                                           REGULATION.




_____                    _____
SIGNATURE OF HAND RECEIPT HOLDER/GRADE-RANK/DATE          SIGNATURE OF HAND RECEIPT HOLDER/GR
```

Ready   Pg: 2 of 2   150%   NUM

Introduction To Excessing

The Excess process allows the user to designate that an asset is not needed and will be turned in to the appropriate location, such as DRMO. This process is optional for all assets except ADP Equipment. When the asset is marked as Excess it is placed on a Central Table that all DPAS users can view. This does not override any regulations a user's Agency/Service has for the process of redistributing assets, such as within the Major Command, the Service and the DoD.

If the asset is ADP, the user is required to receive Disposition from DISA (DITMS) prior to removing the asset from the Property Book. The process allows the user to identify the condition and serviceability of the asset. This is especially critical if the asset is to be considered for School Donation.

Excessing An Asset
MODULE: Hand Receipt

INTRODUCTION

This process will show you how to turn an item in (for example, to DRMO). However, it is not mandatory that you identify your assets as excess using DPAS.
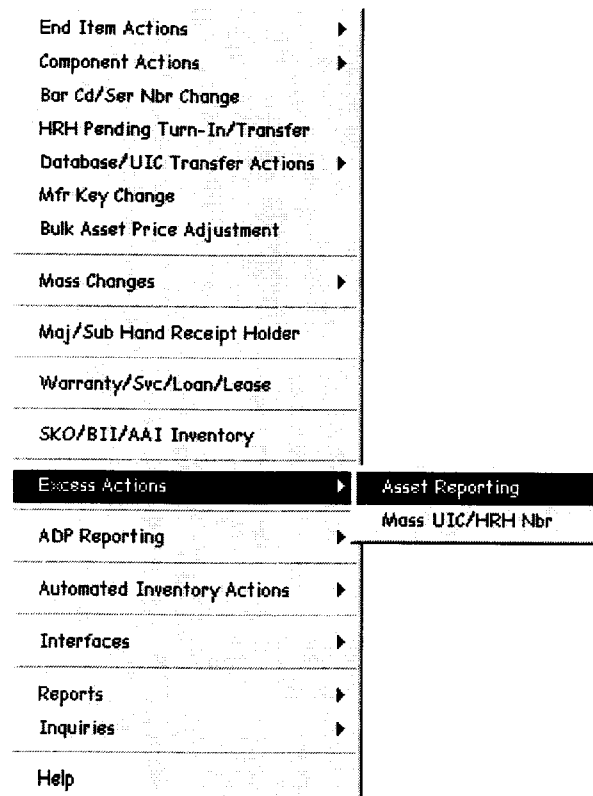
PREREQUISITES

If the item is ADP, you will need to wait for disposition from DISA prior to deleting the item from your Property Book/Inventory.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.

2. Select the **Excess Actions** from the program group.

3. Select **Asset Reporting** from the program list.

Hand
Receipt

End Item Actions	▶
Component Actions	▶
Bar Cd/Ser Nbr Change	
HRH Pending Turn-In/Transfer	
Database/UIC Transfer Actions	▶
Mfr Key Change	
Bulk Asset Price Adjustment	
Mass Changes	▶
Maj/Sub Hand Receipt Holder	
Warranty/Svc/Loan/Lease	
SKO/BII/AAI Inventory	
Excess Actions	▶
ADP Reporting	▶
Automated Inventory Actions	▶
Interfaces	▶
Reports	▶
Inquiries	▶
Help	

Asset Reporting
Mass UIC/HRH Nbr

Excessing An Asset (Cont'd)

STEP 1:

❶ Select whether the asset is an End Item or a Component.

Key Data [X]

○ **End Item**
○ **Component**

☐ **Bulk Asset**

❷ Check this box if the asset is a bulk item.

Bar Cd:

Stock Nbr:

Serial Nbr:

HRH Nbr: [...]

[OK]   [Clear]   [Cancel]

STEP 2:

Key Data [X] [?]

○ **End Item**

☐ Bulk Asset

❶ If your Activity bar codes, enter the bar code of the item, **OR...**

Bar Cd:

❷ Enter the stock number **AND** serial number of the asset.

Stock Nbr:

Serial Nbr:

❸ If the asset is a bulk item, then you will need to enter the Hand Receipt Holder Number.

HRH Nbr: [...]

[OK]   [Clear]   [Cancel]

❹ Click **OK**.

Excessing An Asset (Cont'd)

STEP 3:

❶ If the item was previously reported as excess, the field would be available to you to withdraw it from excess.

❷ Enter the date the item was documented as excess.

❸ For serial assets, a quantity of 1 will be displayed (and cannot be changed). For bulk assets, this field will allow you to enter a quantity.

Withdrawal Codes
D- School Disposition Req
R- School Reassignment
W- Excess Asset

Excessing An Asset (Cont'd)

STEP 4:

Excess Condition Codes (ADP)	Excess Condition Codes (Non-ADP)	Obsolete Status Codes
A1 - new and excellent condition.	A - Serviceable (without qualification).	P - Obsolete
A4 - new, used, or repaired and in good working condition.	B - Serviceable (with qualification).	C - Cannibalize
A5 - new, used, or repaired and in fair working condition.	C - Serviceable (priority issue).	W - Withdrawal Excess Record
A6 - new, used, or repaired and in poor working condition.	D - Serviceable (test/modification).	
E7 - limited expense/effort to repair, unit in good condition.	E - Unserviceable (limited restoration).	
E8 - limited expense/effort to repair, unit in fair condition.	F - Unserviceable (repairable).	
E9 - limited expense/effort to repair, unit in poor condition.	G - Unserviceable (incomplete).	
G8 - Incomplete units or parts for building/maintaining other units.	H - Unserviceable (condemned).	
HS - Units determined to have no value except for basic materiel	J - Suspended (in stock).	
HX - units determined to be economically impractical to repair.	K - Suspended (returns).	
	L - Suspended (litigation).	
	Click on the pick list to display additional codes.	

Excessing An Asset (Cont'd)

Click on │ **Reporting Address** │ to display the Address for the Reporting Activity. If you need to change anything on this screen, you can do so at this time.

Click on │ **Location Address** │ to display the Location of the Reporting Activity. If you need to change anything on this screen, you can do so at this time.

Click on │ **School Donation** │ if you plan to donate this asset to a school.

If you are donating the item to a school:

STEP 5:

Designee Codes
S - One thru twelfth
H - Historical black college university
M - Minority institute
N - Non-profit

Excessing An Asset (Cont'd)

Once you select a School, the remaining fields on the screen will be available.

STEP 6:

Excessing An Asset (Cont'd)

STEP 7:

❶ Enter the name of the designee.

❷ Enter the address of the designee.

❸ Enter the city of the designee.

❹ Select the state of the designee.

❺ Enter the zip of the designee.

POC:

Designee

Name:

Address:

City:

State: ZIP Cd:

Agy Cd:

E Mail Address:

Related Data | Add | Clear | Exit

STEP 8:

Excess | Reporting Address | Location Address | Transfer Designee |

Designee Cd:

POC:

Phone Nbr:

Designee

Name:

Address:

City:

Acquiring

DRA Cd: Agy Cd:

E Mail Address:

Related Data | Add | Clear | Exit

❶ Enter the DRA of the gaining activity.

❷ Select the Agency Code of the gaining activity.

❸ Enter the email address of the gaining activity.

❹ Click **Add**.

Excessing An Asset (Cont'd)

NOTE:

When the transaction is processed, DPAS assigns a Material Document Identifier Code and a Material Item Number. These codes are used as identifiers for items being reported as excess to DISA.

The Material Document Identifier Code is used to obtain status of excessed ADP equipment and appears on the DISA disposition document.

The Material Item Number appears on DISA disposition document.

Below is an example of this screen:

```
Status

              Transaction Processed

   Mat Doc Id:  W4660110990001
   Mat Itm Nbr:  0001


              [    OK    ]
```

Introduction To Turn-Ins

To dispose of an asset, a Turn-In document must be processed. The user has the option to enter the Document Number manually or have the system generate the next available number. The user has the ability to divide the Document Register into 'Blocks'. The 'blocks' must be established in the Utilities Module before the Document Register can be used. The 'blocks' are used to divide the Document Numbers into groups, such as Expendables, Non-Expendables, ADP, Ammunition or Turn-Ins.

The Destination Id allows the user to track who/where the asset was turned in to, while the Transfer Code allows the user to track the reason for the turn-in. These two fields are user defined values that are developed in the Utilities Module > Master Table Maintenance.

This process can also be used to Document the Turn-In of a Non-Property Book asset. This could be anything from scrap metal to ADP components, such as Hard Drives. If the assets are ADP, be sure to enter the serial numbers in the Additional Data field if they are to print on the DD 1348-1A.

Once the Document is processed the user has the option to use the Jump Buttons on the Key Data screen. If there are multiple assets to be Turned In then the Detail Jump Button can be used to go to the process for identifying the specific Bar Codes/Stock Number Serial Numbers. If the user wants to immediately remove the Asset from the Property Book, the EI Decrease Jump Button can be used. These Jump Buttons take the previously entered data with them so it decreases the amount of information that needs to be re-entered on the next screen.

Once this process is completed the user can produce either a DD 1348, DA 3161, or a DA 2765 form.

Obtaining A Turn-In Document Number
MODULE: Document Register

> **STOP**
>
> If your Activity does not use the Document Register, proceed to page P1-112, **Removing An Asset From The Property Book**.
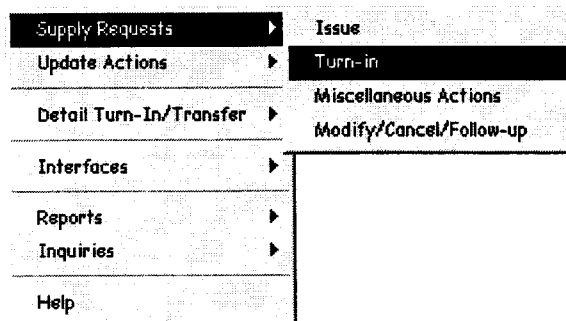
INTRODUCTION

This process will show you how to obtain a Turn-In document number to turn an item in (for example, to DRMO).

PREREQUISITES

None

STEPS TO PERFORM ACTION:

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.

2. Select **Supply Requests** from the program group.

3. Select **Turn-In** from the program list.

Document Register

Supply Requests ▶	Issue
Update Actions ▶	Turn-in
	Miscellaneous Actions
Detail Turn-In/Transfer ▶	Modify/Cancel/Follow-up
Interfaces ▶	
Reports ▶	
Inquiries ▶	
Help	

Obtaining A Turn-In Document Number (Cont'd)

STEP 1:

Document Number Assignment

◉ Automated   ○ Manual

UIC: [＿＿] [...]   Stock Nbr: [＿＿＿＿＿]

Destn Id: [＿＿＿＿＿] [...]

Transfer Cd: [＿＿＿] [...]

□ Include Turn-In Messages

□ Non-Property Book

    ○ No Form

    ○ DD1348

    ○ DA2765

[OK]   [Clear]   [Cancel]

> Select the appropriate Document Number Assignment.
>
> **Automated:** DPAS will generate a document number.
>
> **Manual:** User defined document number.

STEP 2:

Key Data [X]

Document Number Assignment

◉ Automated

UIC: [＿＿] [...]   Stock Nbr: [＿＿＿＿＿] [...]

Destn Id: [＿＿＿＿＿] [...]

Transfer Cd: [＿＿＿] [...]

□ Include Turn-In Messages

□ Non-Property Book

    ○ No Form

    ○ DD1348

    ○ DA2765

[OK]   [Clear]   [Cancel]

> ❶ Enter your UIC or browse for the UIC and select from the display box.

> ❷ Enter the **Stock Nbr** of the asset you will be removing.

🤚 HINT!

If you do not know the stock number, you can browse for the stock number. However, if you know the FSC, enter it and then click the browse to display all stock numbers that begin with the FSC. So, the more that you enter in the field, the narrower the search will be.

Obtaining A Turn-In Document Number (Cont'd)

STEP 3:

❶ Browse to display Destination Identification Codes.

❷ Browse to display Transfer Codes.

❸ If you want to include any transfer messages that you have previously established, check this box.

HINT!

If you do not have any Destination Identification or Transfer Codes, they will need to be established in the Utilities module.

STEP 4:

❶ Check this box if the item is not on your property book. You will also have the ability to print a DD1348 or a DA2765.

❷ Click OK.

Obtaining A Turn-In Document Number (Cont'd)

STEP 5:

Request for Turn-In

Document Register

Key Data

UIC:

Stock Nbr:

Doc Nbr:

Block:

DIC:

Media Sts Cd:

UI:

Nomen:

HRH

❶ If your Activity interfaces with SARRS-O, **AND** you selected **Automated** Document Number assignment, this field will be displayed with the unit's DoDAAC.

If you selected **Manual** Document Number assignment, then enter the document number here.

❷ Click this browse button to display the blocks of document numbers for assignment.

Supp Address:

Signal Cd:

Cond Cd:

Remarks:

Addl Data:

| Related Data | Save | Clear | Exit |

Obtaining A Turn-In Document Number (Cont'd)

STEP 6:

❶ Select the applicable Document Identifier Code.

❷ Enter the Routing Identification Code.

Document Register

Doc Nbr:

DIC: [   ] ▼ RIC: [   ]

Media Sts Cd: [   ] ▼ HRH Nbr: [   ] [   ] [...]

❹ Enter the Hand Receipt Holder Number.

Nomen:

❸ Enter the Media Status Code, if accessible (AMCISS users).

Supp Ad

Signal Cd:

Cond Cd: [   ]

Remarks: [   ]

Addl Data: [   ]

Fund Cd/Appn: [   ] [   ] [...]

▼ Acq Cost: [   ]

▼ Local Use: [   ]

[Related Data] [Save] [Clear] [Exit]

Document Identification Codes	Media Status Codes
A5J – DRMO Turn-In	0 - No status to requisitioner or SUPADD. 100 percent supply status and shipment status by data pattern (AUTODIN) to the activity designated by a significant entry in rp 54.
Z3A – Turn-In	1 – Reserved
	2 - Exception, supply statuses to requisitioner in rp 30-35 by data pattern (AUTODIN).
	3 - Exception, supply status to requisitioner in rp 30-35 by readable document (mailed).
	4 - Exception, supply status to SUPADD in rp 45-50 by data patterns (AUTODIN).
	5 - Exception, supply status to SUPADD in 45-50 by readable document.
	6 – Reserved
	7 - Reserved

Obtaining A Turn-In Document Number (Cont'd)

STEP 7:

- **❶ Select the** appropriate code for how the item is packaged. Use the pick list to display valid codes.

- **❷ Enter the quantity** you are turning in.

- **❸ If the item is Non-** Property Book, then you will need to enter the description of the item you are turning in.

Obtaining A Turn-In Document Number (Cont'd)

STEP 8:

Signal Codes	
A - Ship/Bill Requisitioner.	K - Ship/Bill Supplementary Address.
B - Ship Requisitioner/Bill Supplementary Address.	L - Ship Supplementary Address/Bill Activity.
C - Ship Requisitioner/Bill Activity.	M - Ship Supplementary Address/Free Issue.
D - Ship Requisitioner/Free Issue.	W - Intraservice Use Only.
J - Ship Supplementary Address/Bill Requisitioner.	X - Intraservice Use Only.

Obtaining A Turn-In Document Number (Cont'd)

STEP 9:

```
Request for Turn-In                                        _ □ ✕
                                                              ?
┌─Key Data──────────────────┐  ┌─Document Register──────────┐
│ UIC:                      │  │ Doc Nbr: [        ]        │
│ Stock Nbr:                │  │ Block:   [    ...]         │
└───────────────────────────┘  └────────────────────────────┘
  DIC:      [                          ]C:    [        ]
  Media Sts Cd:    ❶ Select the appropriate Condition    Nbr: [        ]
  UI:              Code.  See page P1-40, STEP 9,               ❷ Enter any applicable
                   Requesting A Document Number                  local information.
  Nomen:           for a list of the valid codes, or use
                   the pick list.

  Supp Address: [        ]              Fund Cd/Appn: [    ]    [    ...]
  Cond Cd:      [              ▼] Local Use: [        ]

  Remarks:  [                                        ]
  Addl Data: [                                        ]

          Related Data |  Save  |  Clear  |  Exit
```

STEP 10:

```
Request for Turn-In                                        _ □ ✕
                                                              ?
┌─Key Data──────────────────┐  ┌─Document Register──────────┐
│ UIC:                      │  │ Doc Nbr: [        ]        │
│ Stock Nbr:                │  │ Block:   [    ...]         │
└───────────────────────────┘  └────────────────────────────┘
  DIC:    [                  ▼]  RIC:  [        ]
  Media   ❶ Enter a                              [    ...]
  UI:     justification of why    ❷ Enter any
          the asset is being      additional information
  Nome    turned in.              here.

  Supp Address: [                 Cd/Appn: [    ]  ❸ Click Save.
  Signal Cd: [          ▼]        ost: [    ]
  Remarks:  [                                        ]
  Addl Data: [                                        ]

          Related Data |  Save  |  Clear  |  Exit
```
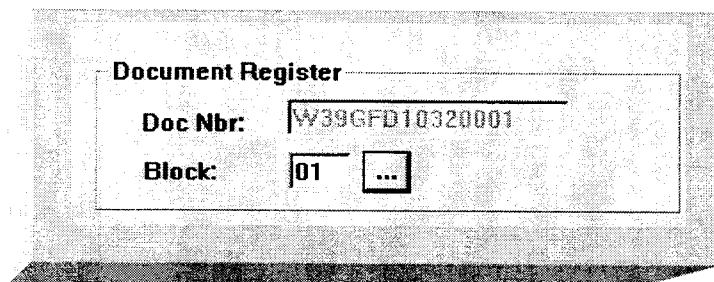
> **HINT!**
> If the asset is non-property, enter the serial number(s) of the asset(s). This will ensure that the serial numbers will print on the DD Form 1348-1A.

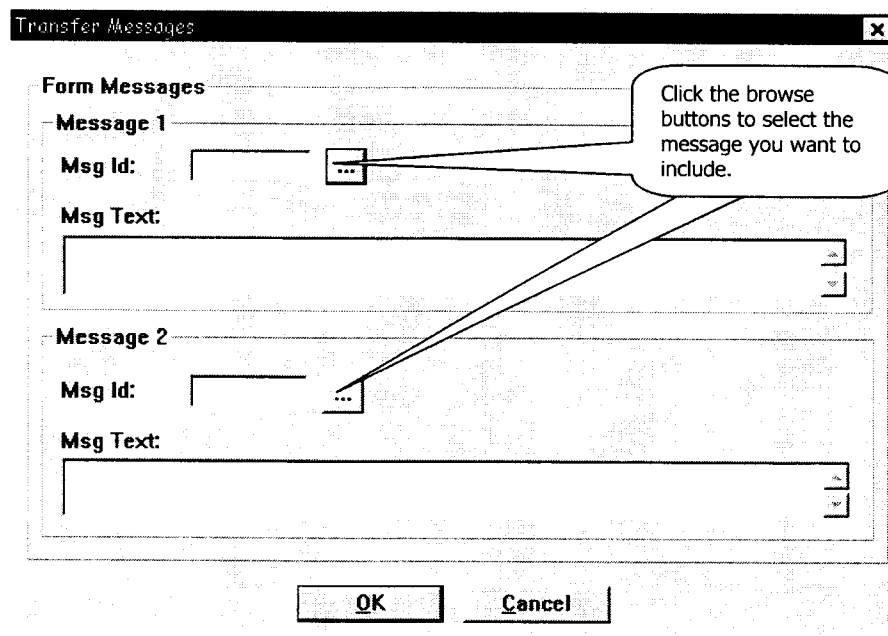# Obtaining A Turn-In Document Number (Cont'd)

NOTICE!!

If you had DPAS generate an **automated** document number, notice that after you process the transaction that the document number is displayed. You may need to pull the Key Data screen down to view the number.

```
Document Register
    Doc Nbr:   W39GFD10320001
    Block:     01  [...]
```

INCLUDE TRANSFER MESSAGES

If you checked the **Include Transfer Messages** check box, you will have the ability to include two user defined messages. The following is an example of this screen:

```
Transfer Messages                          [x]

  Form Messages
  Message 1                              Click the browse
   Msg Id:     [      ] [...]            buttons to select the
                                         message you want to
   Msg Text:                            include.
   [                                    ]

  Message 2
   Msg Id:     [      ] [...]

   Msg Text:
   [                                    ]


            [  OK  ]    [ Cancel ]
```

Obtaining A Turn-In Document Number (Cont'd)

STEP 11:

Key Data

Detail

―Document Number Assignment―――――――――――――――

        ⦿ Automated   ○ Manual

El Decr

Cmpn Decr

UIC: [...]

Stock Nbr: [...]

☐ Non-Property Book   Destn Id: [...]

☐ Print Turn-In Form   Transfer Cd: [...]

[**OK**   ]   [**Clear**   ]   [**Cancel**   ]

Click on the **Detail** button to take you directly into the Designate Assets process.

Designating An Asset To Turn-In/Transfer?
MODULE: Hand Receipt/Document Register

INTRODUCTION

This process will show you how to designate asset to Turn-In/Transfer.

PREREQUISITES

None

STEPS TO PERFORM ACTION:

Since you are coming into this process from the Turn-In Document Register, the Detail Key Data screen is displayed.

STEP 1:

Designating An Asset To Turn-In/Transfer? (Cont'd)

STEP 2:

┌─ Destn Info ─────

Detail Turn-in/Lateral Transfer Add/Change/Delet

Key Data
UIC: Qty:
Doc Nbr:
Type Action:
HRH Nbr:

Destn Id: [   ]

Transfer Cd: [   ] ...

Site Id To: [   ]

UIC To: [   ]

❶ The **Destn Id** and **Transfer Cd** are displayed, but can be changed.

❷ Enter the database that you will be transferring the asset(s) to.

Bar Cd: [   ]   Qty: [   ]

Stock Nbr: [   ]   Serial Nbr: [   ]

❸ Enter the UIC that you will be transferring the asset(s) to.

| View Cmpn | Delete | Add | Clear | Exit |

STEP 3:

Detail Turn-in/Lateral Transfer Add/Change/Delete

❶ Enter the bar code of the asset that is being transferred, if applicable to your Activity **OR**...

❷ Enter the stock number **AND** serial number of the asset that is being transferred.

❸ If the asset(s) is bulk managed, enter the amount that you are transferring.

Type Action:
HRH Nbr:

Site Id To: [   ]
UIC To: [   ]

Bar Cd: [   ]

Stock Nbr: [   ]   Qty: [   ]

Serial Nbr: [   ] ...

❹ Click **Add**.

❺ Click **Exit** once the item(s) is displayed in the window.

| View Cmpn | Delete | Add | Clear | Exit |

HINT!
You can browse for the exact serial number of the item you are designating.

HINT!
Click the **View Cmpn** to view a list of components for the item(s) you have designated.

Designating An Asset To Turn-In/Transfer? (Cont'd)

You will be returned to the Turn-In Key Data screen.

STEP 4:

Generating A Transfer And/Or Turn-In Form?
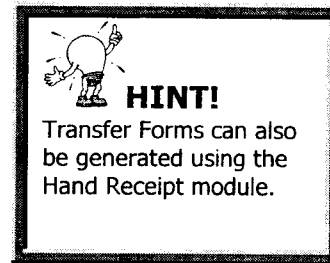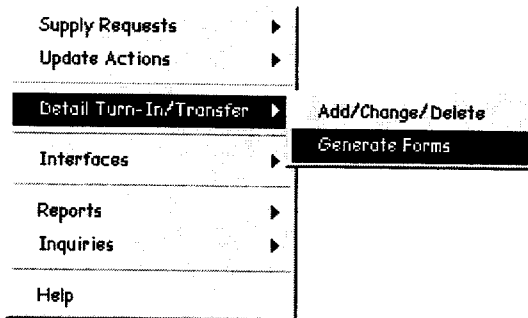## MODULE: Hand Receipt/Document Register

INTRODUCTION

This section outlines the procedures to generate transfer/turn-in forms in DPAS.

PREREQUISITES

A transfer and/or turn-in document must exist.

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.

2. Select **Detail Turn-In/Transfer** from the program group.

3. Select **Generate Forms** from the program list.

Document Register

Supply Requests ▶	
Update Actions ▶	
Detail Turn-In/Transfer ▶	Add/Change/Delete
	Generate Forms
Interfaces ▶	
Reports ▶	
Inquiries ▶	
Help	

HINT!
Transfer Forms can also be generated using the Hand Receipt module.

Generating A Transfer And/Or Turn-In Form? (Cont'd)

STEP 1:

```
Generate Forms By
  C UIC
  C Doc Nbr
  C Date
  C Type
      C All
      C Turn-In
      C Lateral Transfer
      C DRMO
```

Select how you want to generate your forms.

UIC – for a particular UIC.

Doc Nbr – for a particular document number.

Date – for a particular date.

Type:
All – All forms
Turn-In – Only turn-in forms
Lateral Transfer – Only transfer forms.
DRMO – Only DRMO turn-ins.

HINT!
If you are generating these forms using the Hand Receipt module, and you want to generate the forms by type, **Lateral Transfer** will be your only option.

| Info | Submit | Print Rpts | Clear | Cancel |

STEP 2:

```
Generate Forms

Generate Forms By            UIC:     [          ...]
  C UIC                      Doc Nbr: [            ]
  C Doc Nbr                  Date:    [            ]
  C Date
  C Type                     Print Format
      C All                     Turn-In          Lateral Transfer
      C Turn-In                  C DD1348          C DD1348
      C Lateral Transfer         C  ?65            C  DA?1?1
      C DRMO                      C If you are generating
```

❶ If you are generating the forms by UIC, enter the UIC. Otherwise, this field will not be accessible.

❷ If you are generating the forms by Document Number, enter the Document Number. Otherwise, this field will not be accessible.

❸ If you are generating the forms by Date, enter the date (YYYYMMDD format). Otherwise, this field will not be accessible.

❹ If you are generating the forms by Type, your only option is **Lateral Transfer**. The UIC, Doc Nbr and Date will not be accessible.

| Info | Submit | Print Rpts |

Generating A Transfer And/Or Turn-In Form? (Cont'd)

STEP 3:

Generate Forms

Generate Forms By
- ○ UIC
- ○ Doc Nbr
- ○ Date
- ○ Type
  - ○ All
  - ○ Turn-In
  - ○ Lateral Transfer
  - ○ DRMO

UIC:

Doc Nbr:

Date:

P'

Turn-In
- ◉ DD1348
- ○ DA2765

Lateral Transfer
- ○ DD1348
- ○ DA3161

*If you selected to generate forms by **Turn-In**, select which form you want to generate.*

Info | Submit | Print Rpts | Clear | Cancel

STEP 4:

Generate Forms

Generate Forms By
- ○ UIC
- ○ Doc Nbr
- ○ Date
- ○ Type
  - ○ All
  - ○ Turn-In
  - ○ Lateral Transfer
  - ○ DRMO

UIC:

Doc

Date:

*If you selected to generate forms by **Lateral Transfer**, select which form you want to generate.*

Print Format

Turn-In
- ○ DD1348
- ○ DA2765

Lateral Transfer
- ◉ DD1348
- ○ DA3161

Info | Submit | Print Rpts | Clear | Cancel

Generating A Transfer And/Or Turn-In Form? (Cont'd)

STEP 5:

Below is an example of the DD Form 1348-1:

Figure 1 - DD 1348-1

Generating A Transfer And/Or Turn-In Form? (Cont'd)

Below is an example of the DA Form 2765:

Figure 2 – DA Form 2765

Below is an example of a DA Form 3161:

Use the scroll bars to review the form.

Figure 3 – DA Form 3161

Introduction To Decreases

The End Item Decrease process is used to remove all assets from the Property Book that are not being Transferred to another Installation. If the User enters this screen by using a Jump Button, the data from the previous process will populate some of the fields.

Be sure to select the correct radio button for the type of Decrease that is being performed. If you have identified Multiple Bar Codes/Stock Number – Serial Number records for Turn-In in the Document Register Detail process then be sure to select the Mass Turn-In radio button.

If the Asset is ADP, the asset must first be reported as Excess to DITMS using the Excess Actions Process.

Depending on the interfaces identified on the UIC file this asset will be reported to various systems. It will be reported to DITMS if it is ADP and the UIC and Fund Code records show that it should be reported. It will be reported to an Accounting System if one is identified on the UIC file. It will be reported to the DoDSASP program if it is identified as a weapon by either the CIIC or the DoDSASP code on the Catalog. It will be reported to UIT/CBS-X if the UIT Code is set on the UIC file and the RICC field indicates that it is reportable.

Removing An Asset From The Property Book
MODULE: Hand Receipt

INTRODUCTION

This process will show you how to remove an item from the property book/inventory.
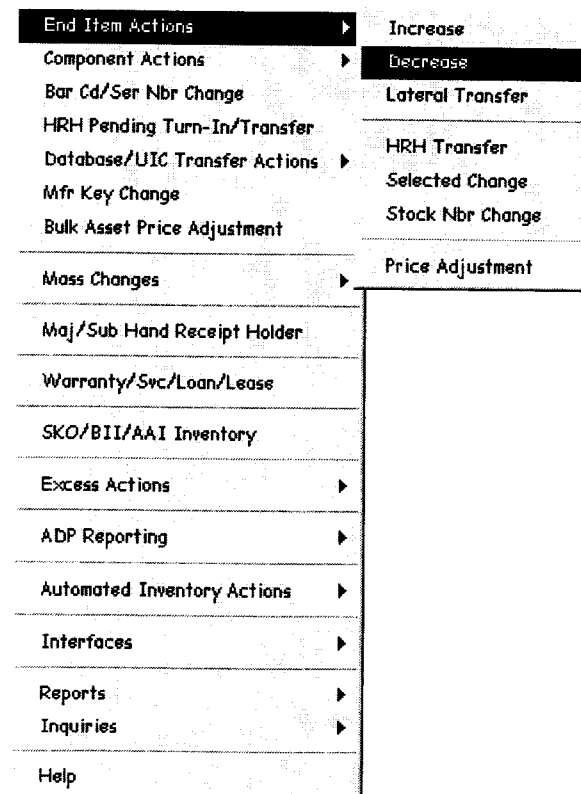
PREREQUISITES

If your Activity is using the Document Register, you will need to obtain a document number for the type of action you will be removing the item from the property book (i.e., turn-in, transfer, etc.).

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.

2. Select **End Item Actions** from the program group.

3. Select **Decrease** from the program list.

Hand Receipt

End Item Actions ▶	Increase
Component Actions ▶	Decrease
Bar Cd/Ser Nbr Change	Lateral Transfer
HRH Pending Turn-In/Transfer	HRH Transfer
Database/UIC Transfer Actions ▶	Selected Change
Mfr Key Change	Stock Nbr Change
Bulk Asset Price Adjustment	Price Adjustment
Mass Changes ▶	
Maj/Sub Hand Receipt Holder	
Warranty/Svc/Loan/Lease	
SKO/BII/AAI Inventory	
Excess Actions ▶	
ADP Reporting ▶	
Automated Inventory Actions ▶	
Interfaces ▶	
Reports ▶	
Inquiries ▶	
Help	

Removing An Asset From The Property Book (Cont'd)

STEP 1:

Select the **Type Action** for deleting the item from your property book/inventory.

STEP 2:

If the asset is a bulk item, check this box.

Removing An Asset From The Property Book (Cont'd)

STEP 3:

Key Data

Type Action
- ⦿ Turn-In
- ○ Transfer Out
- ○ Admn Adj Rpt (AAR)
- ○ Reversal
- ○ Ammunition
- ○ Report of Survey
- ○ Statement of Charges
- ○ Cash Collection
- ○ Mass Transfer Out
- ○ Mass Turn-In

☐ Bulk Asset

Bar Cd:
Stock Nbr:
Serial Nbr:

HRH Nbr: ...
UIC: ...
Doc Nbr: ...

OK   Clear   Cancel

❶ If your Activity uses bar codes, enter the bar code of the asset you are removing **OR...**

❷ This number will be displayed unless you enter this process from the Hand Receipt module. You will also need to enter the **Serial Nbr** of the item.

❸ Click **OK**.

If the asset is ADP Reportable, the following dialog box is displayed:

ADP Asset

Has this asset, if serviceable, been reported as excess?

Yes   No

Click **Yes** if you have reported the asset as excess.

Click **No** if the asset has not been reported as excess.

If you click **No**, the following dialog box is displayed:

ADP Asset

ⓘ This asset must be reported as excess

OK

Click **OK** and you will be returned to the Key Data screen.

If you click **Yes**, continue with the next step.

Removing An Asset From The Property Book (Cont'd)

STEP 4:

❶ The Document Nbr is displayed from the Document Register since we just came from that process.

❷ For ADP assets, enter the Mat Doc Id that was assigned to the asset when you excessed the item.

❸ If the item is bulk, enter the number of items you will be removing.

❹ This field is displayed and cannot be changed.

Fields shown: Bar, Serial, Stock Nbr, Doc Nbr, Qty, Eff Dt, Remarks, Qty on Hand, UIC, HRH Nbr, Nomen, Resource Id, Acq Cost, Receiving DODA, Cmpn Cd
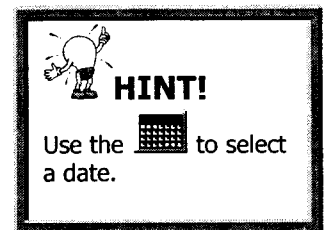
Buttons: Related Data | Save | Clear | Exit

STEP 5:

❶ This date is displayed with the date the hand receipt holder signed for the item. It can be changed, if necessary.

❷ If the item is being transferred out, enter the DODAAC of the receiving Activity.

❸ Enter a remark.

❹ Click Save.

Fields shown: Bar Cd, Serial Nbr, Stock Nbr, Eff Dt, Receiving DODAAC, Remarks, Qty o, Cmpn Cd

Buttons: Related Data | Save | Clear | Exit

HINT!
Use the ▦ to select a date.

Generating The Increase/Decrease Report
MODULE: Hand Receipt

INTRODUCTION

There may be times when you will need to run the Increase/Decrease report. This report will display all Increase and/or Decrease actions that occurred on a particular day. You can also generate this report for a particular time frame.
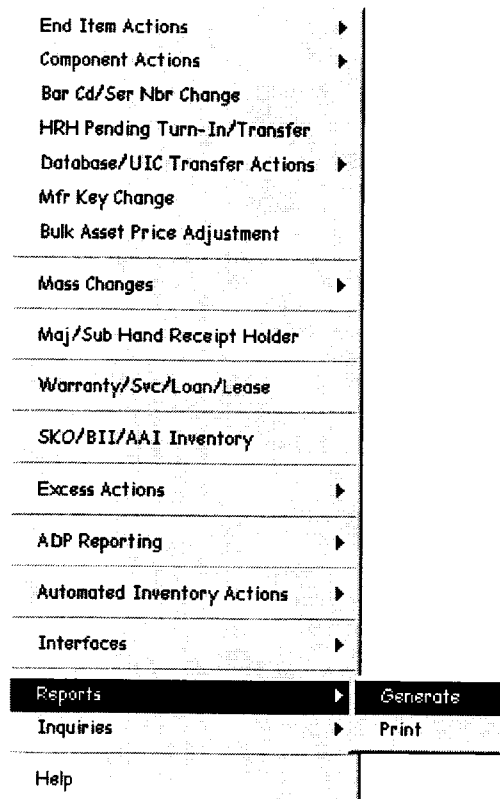
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.

2. Select **Reports** from the program group.

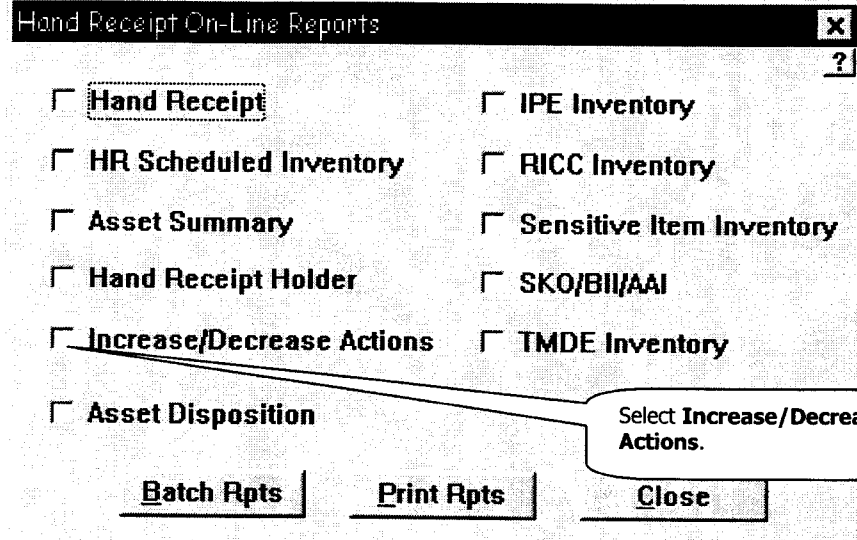3. Select **Generate** from the program list.

Hand Receipt

End Item Actions	▶
Component Actions	▶
Bar Cd/Ser Nbr Change	
HRH Pending Turn-In/Transfer	
Database/UIC Transfer Actions	▶
Mfr Key Change	
Bulk Asset Price Adjustment	
Mass Changes	▶
Maj/Sub Hand Receipt Holder	
Warranty/Svc/Loan/Lease	
SKO/BII/AAI Inventory	
Excess Actions	▶
ADP Reporting	▶
Automated Inventory Actions	▶
Interfaces	▶
Reports	▶	**Generate**
Inquiries	▶	Print
Help	

Generating The Increase/Decrease Report (Cont'd)

STEP 1:

```
Hand Receipt On-Line Reports                          [X]
                                                       [?]

   ☐ Hand Receipt              ☐ IPE Inventory

   ☐ HR Scheduled Inventory    ☐ RICC Inventory

   ☐ Asset Summary             ☐ Sensitive Item Inventory

   ☐ Hand Receipt Holder       ☐ SKO/BII/AAI

   ☐ Increase/Decrease Actions ☐ TMDE Inventory

   ☐ Asset Disposition                Select Increase/Decrease
                                      Actions.

        Batch Rpts      Print Rpts        Close
```
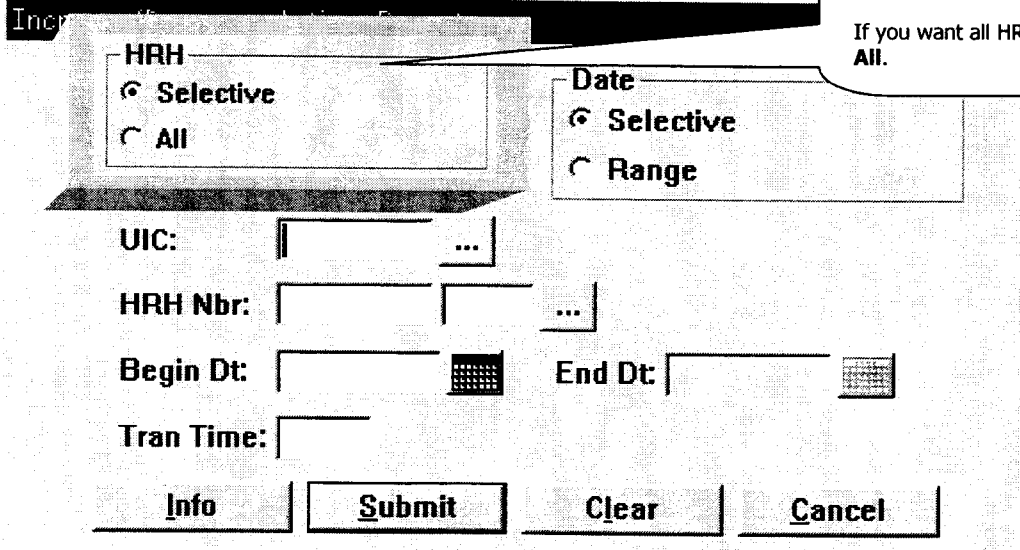
STEP 2:

> If you want the report for a specific HRH Nbr, then select **Selective**.
>
> If you want all HRH Nbrs, then select **All**.

```
Inc

 ┌─HRH──────────────┐      ┌─Date──────────────┐
 │ ⦿ Selective      │      │ ⦿ Selective       │
 │ ○ All            │      │ ○ Range           │
 └──────────────────┘      └───────────────────┘

 UIC:        [         ...]

 HRH Nbr:    [        ] [      ...]

 Begin Dt:   [          ] ▦   End Dt [          ] ▦

 Tran Time:  [          ]

      Info   |   Submit   |   Clear   |   Cancel
```

Generating The Increase/Decrease Report (Cont'd)

STEP 3:

Increase/Decrease Actions Report

HRH
- (•) Selective
- ( ) All

Date
- (•) Selective
- ( ) Range

> If you want your actions for a particular date, then select **Selective**.
>
> If you want your report for a certain time frame, then select **Range**.

UIC: [ ] ...

HRH Nbr: [ ] [ ] ...

Begin Dt: [ ] ▦   End Dt: [ ] ▦

Tran Time: [ ]

| Info | Submit | Clear | Cancel |

STEP 4:

Increase/Decrease Actions Report   [✕]
[?]

HRH
- (•) Selective
- ( ) A

Date
- (•) S

> ❶ Enter or browse for the UIC.

UIC: [ ] ...

HRH Nbr: [ ] [ ] ...

> ❷ Enter or browse for the HRH Nbr. If you selected **All** for the HRH, then this field will not be accessible.

Begin Dt: [ ] ▦   End Dt: [ ]

Tran Time: [ ]

| Info | Submit | Clear | Cancel |

Generating The Increase/Decrease Report (Cont'd)

STEP 5:

Increase/Decrease Actions Report ❌ ?

HRH
- ⊙ S
- ○ A

❶ Enter the **Begin Date** or use the calendar button to select the date. Date **must** be in YYYYMMDD format.

Date
- ⊙ Sele
- ○ Ran

❷ Enter the **End Date** or use the calendar button to select the date. Date **must** be in YYYYMMDD format. This field is only accessible if you selected **Range** for the date.

UIC: [   ]

Begin Dt: [   ] 🪟   **End Dt:** [   ] 🪟

❸ If you want the report from a particular transaction time, enter the time that was posted to the history table.

Tran Time: [   ]

| Info | Submit | Clear | Cancel |

❹ Click **Submit**.

STEP 6:

Status

Click **OK**.

Report Submitted

[**OK**]

Generating The Increase/Decrease Report (Cont'd)

STEP 7:

Hand Receipt On-Line Reports [X] [?]

- ☐ Hand Receipt
- ☐ HR Scheduled Inventory
- ☐ Asset Summary
- ☐ Hand Receipt Holder
- ☑ Increase/Decrease Actions
- ☐ Asset Disposition

- ☐ IPE Inventory
- ☐ RICC Inventory
- ☐ Sensitive Item Inventory
- ☐ SKO/BII/AAI
- ☐ TMDE Inventory

Click **Print Rpts**.

Batch Rpts   **Print Rpts**   **Close**

STEP 8:

Reports Menu for Userid: cmorris [X]

File   Help

Module:	Report Type:	Sort Order:	Report Status:
Hand Receipt ▾	All ▾	Date/Time ▾	Current ▾

Report Title	Report ID	UIC	Date	Time	Pages
HAND RECEIPT REPORT BY HRH NBR	DPTD222R	WOUC5A	07/16/20...	15:19:48:78	00004
HAND RECEIPT REPORT BY HRH NBR OV...	DPTD224R	WOUC5A	07/16/20...	15:19:48:78	00001
HAND RECEIPT REPORT BY UIC	DPTD221R	WOUC5A	07/17/20...	15:26:29:92	00020
HAND RECEIPT REPORT BY UIC OVERA...	DPTD223R	WOUC5A	07/17/20...	15:26:29:92	00010
DD1348 TURN-IN/LATERAL TRANSFER ...	DP9D181R	WOUC5A	07/18/20...	08:14:29:72	00002
INCREASE/DECREASE ACTIONS REPO...	DPTD121R	WOUC5A	07/18/20...	08:19:44:03	00001

Select the **Increase/ Decrease Actions Report** by double-clicking the selection or highlight the selection and then click the **View** button.

Report(s) available: 6

View   **Print**   **Remote**   **Delete**   **Refresh**   **Exit**

Generating The Increase/Decrease Report (Cont'd)

Below are examples of the Increase/Decrease report:

Decrease actions are displayed first:

```
REPORT: DPTD121R              DEFENSE PROPERTY ACCOUNTABILITY SYSTEM          DATE: 20010303
ACTIVITY: GAC                   INCREASE/DECREASE ACTIONS REPORT
UIC:    CPODCM          BEGIN DATE: 20010123   END DATE: 20010303  TIME:   :
DECREASES:

HRH NBR:  S701  -
HRH NM:   S701

  STK NBR          GNRC NOMEN
  BAR CD           SER NBR          DOC NBR      PGM DESC  ACTN CD  QTY      ACQ CST      HRH NBR

7025DP0001941    COMPUTER, MAINFRAME
28801            EV361X-971         19014TURNIN  EI DEC    1        1        5555555.00  S701  -



                   TURN-IN RECEIVED BY


                   ---------------------------


TOTAL NUMBER OF DECREASE ACTIONS:  0000001

TOTAL NUMBER OF ACTIONS:  0000001
```

Increase actions are displayed next:

```
REPORT: DPTD121R              DEFENSE PROPERTY ACCOUNTABILITY SYSTEM          DATE: 20010303
ACTIVITY: GAC                   INCREASE/DECREASE ACTIONS REPORT
UIC:    CPODCM          BEGIN DATE: 20010123   END DATE: 20010303  TIME:   :
INCREASES:

HRH NBR:  S701  -
HRH NM:   S701

  STK NBR          GNRC NOMEN
  BAR CD           SER NBR          DOC NBR          PGM DESC  ACTN CD  QTY      ACQ CST      HRH NBR

7025DP0001941    COMPUTER, MAINFRAME
28801            EV361X-971         0000198RQ10289  EI INC    1        1        5555555.00  S701  -

7025DP0001941    COMPUTER, MAINFRAME
28901            EV361X-972         0000198RQ10289  EI INC    1        1        5555555.00  S701  -

7025DP0001941    COMPUTER, MAINFRAME
29001            EV361X-973         0000198RQ10289  EI INC    1        1        5555555.00  S701  -


                   ISSUE RECEIVED BY


                   ---------------------------
```

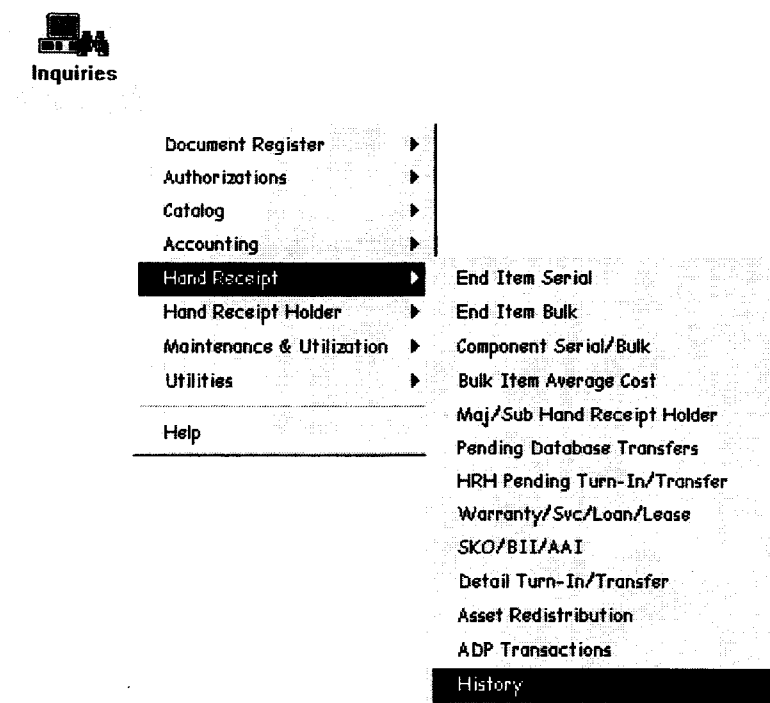# Reviewing The History Inquiry
MODULE: Inquiries

INTRODUCTION

This section outlines the procedures for querying the DPAS History Table. DPAS will generate a history record from the time an asset is added to the property book and until the item is removed from the property book. This section shows the user how to query DPAS to review the history table.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Inquiries** icon, or select **Inquiries** from the menu bar.

2. Select **Hand Receipt** from the program group.

3. Select **History** from the program list.

Inquiries

Document Register	▶
Authorizations	▶
Catalog	▶
Accounting	▶
Hand Receipt	▶
Hand Receipt Holder	▶
Maintenance & Utilization	▶
Utilities	▶
Help	

End Item Serial
End Item Bulk
Component Serial/Bulk
Bulk Item Average Cost
Maj/Sub Hand Receipt Holder
Pending Database Transfers
HRH Pending Turn-In/Transfer
Warranty/Svc/Loan/Lease
SKO/BII/AAI
Detail Turn-In/Transfer
Asset Redistribution
ADP Transactions
History

HINT!
You can access the History from other processes. For example, you could select Document Register, Authorizations, Catalog, Accounting, Maintenance & Utilization, or Utilities and still access the same History inquiry.

Reviewing The History Inquiry (Cont'd)

STEP 1:

STEP 2:

Reviewing The History Inquiry (Cont'd)

STEP 3:

Tran Dt: 19990322   Tran Time: 07335816   Basic | **ADP** | **Acct**

Basic

Pgm Name:	DPTB0401	Pgm Desc:	EI INC RCPT
Nomen:	TOOL KIT		
Login Id:	train01	Action Cd:	1
UIC:	W46681	UIC To:	
Stock Nbr:	5230001111111	Stock Nbr To:	
Serial Nbr:	G42166	Serial Nbr To:	
Cmpn Stock Nbr:		Cmpn Ser:	
HA Stock Nbr:		HA Stock Nbr To:	
HA Serial Nbr:		HA Serial Nbr To:	
Bar Cd:		Bar Cd To:	
HRH Nbr:	1401	HRH Nbr To:	
Office:	IM	Office To:	
Mfr Yr:	1997	Mfr Yr To:	
ACC:	T	ACC To:	

Record 1 of 16   Previous | **Next** | **New Inquiry** | **Exit**

> This field tells you the program description of what was done to the item. For example, this is an **End Item Increase Receipt** (or New Procurement). If the item were picked up as a transfer in, then this would be **EI INC L/T**.

> You will also notice that DPAS knows which user processed the transaction for the item.

P1-124

Case Study

Title: Basic Cradle To Grave DPAS Functions

Objective: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to perform the basic DPAS functions.

Prerequisites:

Requirements:

References: Reference in the manual Phase One

Policies/Procedures:

_____

_____

_____

_____

Scenario: Your office has just recently converted to DPAS. While going through training you had new items delivered.

Instructions: Use the knowledge that you have gained from Phase One to add two additional items to your hand receipt.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A